

# Administration

## DEPARTMENT MISSION

The mission of the Administration Department is to oversee the execution of the mission and vision of the County through the coordination and direct administrative and management functions of the County government to include the submission and execution of the annual budget, personnel actions and to provide policy recommendations and analysis to the County Board. The Administration Department also includes the oversight to the Community Justice Collaboration Council (CJCC) and Treatment Courts Coordinator and their operations.

## DEPARTMENT GOALS

Desired results	Objectives - specific steps	Link to Strategic Plan	Completion Date
Implementation of strategic plan	1. Work with the Executive Committee on prioritizing and execution of action plan	Vision and Mission	On -going
	2. Oversee the execution of action steps funded in the FY 19 Budget	Strategy 1.3; 1.5; 1.11; 2.2; 2.8; Goal 4; Goal 5; Goal 7; Goal 8; Goal 9	End of FY 19; first quarter of FY 2020
Internal operations	1. Update and add internal policies as needed	Guiding Principles	End of FY 19
	2. Work with Department Heads on operational plans and succession planning efforts	Guiding Principles; Vision and Mission	On -going
Maintain and strengthen fiscal health of County	1. Continuous Quality Improvement of budget process	Goal 1; Strategy 1.3; Guiding Principle	Each Budget Cycle
	2. Maintain and improved bond rating	Strategy 1.3	On-going
	3. Implement Priority Based Budgeting	Strategy 1.3	FY 2020 Budget
	4. Enhance analysis on fiscal forecast	Strategy 1.3	On-going
Intergovernmental Cooperation	1. Revive Council of Government	Goal 4; Strategy 1.5	1 <sup>st</sup> quarter 2019; on-going
	2. Develop process for routine engagement of state legislative delegation	Strategy 1.5; 1.9 and 1.10	1 <sup>st</sup> quarter 2019; on-going



## PROGRAM EVALUATION

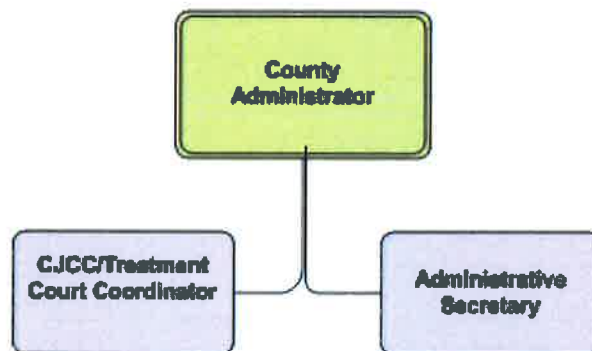
Program/Service Description	Output Measures		
	2017	2018 (Est)	2019 (Est)
Achievement of GFOA Budget Award	Yes	Yes	Yes
Maintain DOJ Grant for CJCC/Treatment Courts	Yes	Yes	Yes
Bond Rating	Aa2	Aa2	Aa2
Council of Government Events	0	1	4

## FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

Achievement of goals for the 2017 and 2018 fiscal years are as follows:

- Completion of updating the County's Strategic Plan
- Worked with the Human Resource Department on the development of an intergovernmental consortium for health insurance and completion of the classification and compensation study.
- County received both the GFOA CAFR award and Budget Award. Jefferson County is among a select few in Wisconsin to achieve both awards.
- The County was recognized for its efforts of collaboration with other governmental entities, non-profits and business through a four part newspaper series.

## DEPARTMENT ORGANIZATIONAL CHART





# Administration

## Financial Summary

	2017 Actual	2018 Estimate	2018 Amended Budget	2019 Budget	Change from 2018 Amended Budget	
					\$	%
<b>Revenues</b>						
Intergovernmental Revenues	79,223	174,020	174,020	174,020	-	-
Public Charges	-	-	-	-	-	-
Intergovernmental Charges	1,347	944	250	-	(250)	-100.00%
<b>Total Revenues</b>	<b>80,570</b>	<b>174,964</b>	<b>174,270</b>	<b>174,020</b>	<b>(250)</b>	<b>-0.14%</b>
<b>Expenditures</b>						
Personnel Expenses	308,702	327,530	327,530	343,399	15,869	4.85%
Purchased Services	137,848	177,700	177,450	173,122	(4,328)	-2.44%
Operating Costs	81,541	18,438	13,445	18,470	5,025	37.37%
Interdept. Charges	12,879	10,685	10,754	11,490	736	6.84%
Other Expenses	1,594	1,206	1,206	2,145	939	77.86%
Capital Items	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>542,564</b>	<b>535,559</b>	<b>530,385</b>	<b>548,626</b>	<b>18,241</b>	<b>3.44%</b>
<b>Property Taxes</b>	<b>364,390</b>	<b>356,115</b>	<b>356,115</b>	<b>374,606</b>	<b>18,491</b>	<b>5.19%</b>
<b>Addition to (Use of) Fund Balance</b>	<b>(97,604)</b>	<b>(4,480)</b>	<b>-</b>	<b>-</b>		

## Summary Highlights:

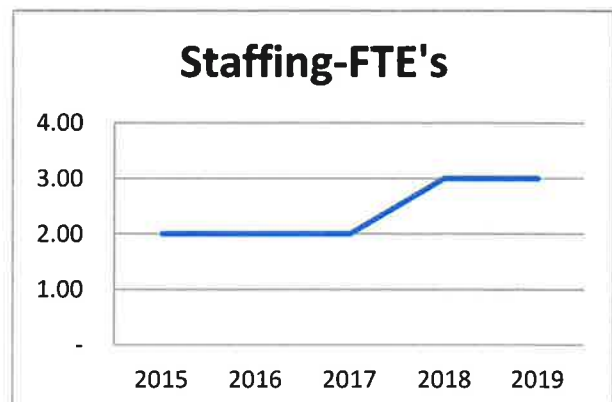
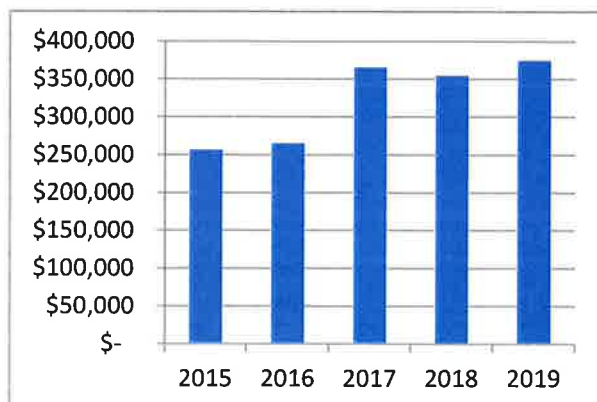
The 2019 budget provides \$374,606 in tax levy, which is a \$18,491 increase in levy from the 2018 amended budget.

Included in the County Administrator's budget for 2019 are both the OWI and Drug Treatment Court and Criminal Justice Coordinator which is partially funded through a Federal and State Grant.

## Summary of Capital Items:

None

## Summary of Property Tax Levy and FTEs





**Administration-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
<b>11101 -Administrator</b>								
<b>REVENUES</b>								
411100		General Property Taxes	275,291	142,068	284,137	284,137	299,684	299,684
474023		Dept Vehicle Charges	1,347	637	944	250	-	-
<b>REVENUES TOTAL</b>			<b>276,638</b>	<b>142,706</b>	<b>285,081</b>	<b>284,387</b>	<b>299,684</b>	<b>299,684</b>
<b>EXPENDITURES</b>								
511110		Salary-Permanent Regular	110,889	56,751	134,934	134,934	153,018	153,018
511210		Wages-Regular	49,268	26,350	57,809	57,809	59,236	59,236
511280		Wages-Premium Pay	5,000	-	5,000	5,000	-	-
511310		Wages-Sick Leave	5,329	4,328	-	-	-	-
511320		Wages-Vacation Pay	12,490	3,140	-	-	-	-
511330		Wages-Longevity Pay	294	-	309	309	324	324
511340		Wages-Holiday Pay	7,267	2,736	-	-	-	-
511350		Wages-Miscellaneous(Comp)	3,810	3,026	-	-	-	-
<b>SALARIES TOTAL</b>			<b>194,346</b>	<b>96,330</b>	<b>198,052</b>	<b>198,052</b>	<b>212,578</b>	<b>212,578</b>
512141		Social Security	14,145	7,160	14,953	14,953	16,014	16,014
512142		Retirement (Employer)	13,205	6,454	13,269	13,269	13,727	13,727
512144		Health Insurance	35,900	18,415	36,830	36,830	29,898	29,898
512145		Life Insurance	30	15	30	30	31	31
512150		FSA Contribution	500	500	500	500	4,000	4,000
512173		Dental Insurance	2,160	1,080	2,160	2,160	2,160	2,160
<b>FRINGE TOTAL</b>			<b>65,940</b>	<b>33,624</b>	<b>67,742</b>	<b>67,742</b>	<b>65,830</b>	<b>65,830</b>
<b>TOTAL SALARIES AND FRINGES</b>			<b>260,286</b>	<b>129,955</b>	<b>265,794</b>	<b>265,794</b>	<b>278,408</b>	<b>278,408</b>
521219		Other Professional Serv	-	250	250	-	-	-
521296		Computer Support	287	-	-	-	-	-
531311		Postage & Box Rent	14	3	25	25	20	20
531312		Office Supplies	694	115	500	500	500	500
531313		Printing & Duplicating	832	0	700	700	700	700
531322		Subscriptions	215	287	287	-	300	300
531324		Membership Dues	1,554	1,128	2,250	2,250	2,500	2,500
531351		Gas/Diesel	684	258	500	500	500	500
532325		Registration	4,830	942	6,000	6,000	6,185	6,185
532332		Mileage	119	25	50	50	50	50
532334		Commercial Travel	244	474	474	-	-	-
532335		Meals	118	186	260	100	300	300
532336		Lodging	366	861	900	900	1,000	1,000
532339		Other Travel & Tolls	161	142	142	20	150	150
533225		Telephone & Fax	288	137	184	-	175	175
535242		Maintain Machinery & Equip	1	387	399	-	500	500
535352		Vehicle Parts & Repairs	56	4	200	200	-	-
571004		IP Telephony Allocation	282	163	326	326	283	283
571005		Duplicating Allocation	7	1	2	2	9	9
571009		MIS PC Group Allocation	5,360	2,079	4,158	4,158	4,734	4,734
571010		MIS Systems Grp Alloc(ISIS)	1,897	828	1,656	1,656	1,506	1,506
591519		Other Insurance	1,336	603	1,206	1,206	1,864	1,864
<b>OPERATING EXPENDITURES</b>			<b>19,345</b>	<b>8,873</b>	<b>20,467</b>	<b>18,593</b>	<b>21,276</b>	<b>21,276</b>
<b>EXPENDITURES TOTAL</b>			<b>279,631</b>	<b>138,828</b>	<b>286,261</b>	<b>284,387</b>	<b>299,684</b>	<b>299,684</b>
<b>REVENUES</b>			<b>276,638</b>	<b>142,706</b>	<b>285,081</b>	<b>284,387</b>	<b>299,684</b>	<b>299,684</b>
<b>EXPENDITURES</b>			<b>279,631</b>	<b>138,828</b>	<b>286,261</b>	<b>284,387</b>	<b>299,684</b>	<b>299,684</b>
<b>TOTAL BUSINESS UNIT-11101 -Administrator</b>			<b>2,993</b>	<b>(3,878)</b>	<b>1,181</b>	<b>-</b>	<b>-</b>	<b>-</b>

**11102 -Treatment Court**

<b>REVENUES</b>								
411100		General Property Taxes	89,099	35,989	71,978	71,978	74,922	74,922
421001		State Aid	79,223	114,404	174,020	174,020	174,020	174,020
<b>REVENUES TOTAL</b>			<b>168,323</b>	<b>150,393</b>	<b>245,998</b>	<b>245,998</b>	<b>248,942</b>	<b>248,942</b>
<b>EXPENDITURES</b>								
511210		Wages-Regular	38,175	24,770	53,052	53,052	55,967	55,967
511220		Wages-Overtime	74	-	-	-	-	-



**Administration-2019 BUDGET**

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
511320		Wages-Vacation Pay	1,399	1,008	-	-	-	-
511340		Wages-Holiday Pay	1,981	605	-	-	-	-
511350		Wages-Miscellaneous(Comp)	-	97	-	-	-	-
		<b>SALARIES TOTAL</b>	<b>41,630</b>	<b>26,480</b>	<b>53,052</b>	<b>53,052</b>	<b>55,967</b>	<b>55,967</b>
512141		Social Security	3,185	2,026	4,040	4,040	4,263	4,263
512142		Retirement (Employer)	2,828	1,774	3,554	3,554	3,666	3,666
512145		Life Insurance	8	6	10	10	15	15
512173		Dental Insurance	765	540	1,080	1,080	1,080	1,080
		<b>FRINGE TOTAL</b>	<b>6,786</b>	<b>4,346</b>	<b>8,684</b>	<b>8,684</b>	<b>9,024</b>	<b>9,024</b>
		<b>TOTAL SALARIES AND FRINGES</b>	<b>48,416</b>	<b>30,826</b>	<b>61,736</b>	<b>61,736</b>	<b>64,991</b>	<b>64,991</b>
521219		Other Professional Serv	137,561	59,150	177,450	177,450	173,122	173,122
531303		Computer Equipmt & Software	1,370	-	2,200	2,200	2,200	2,200
531311		Postage & Box Rent	-	21	21	-	40	40
531312		Office Supplies	234	147	150	-	200	200
531313		Printing & Duplicating	114	112	135	-	150	150
531319		Other Operating Supplies	67,136	62	62	-	-	-
531326		Advertising	915	-	-	-	-	-
532325		Registration	857	3,000	3,000	-	2,000	2,000
532332		Mileage	-	-	-	-	750	750
532336		Lodging	738	-	-	-	250	250
571004		IP Telephony Allocation	188	217	434	434	378	378
571005		Duplicating Allocation	32	12	24	24	40	40
571009		MIS PC Group Allocation	3,216	1,663	3,326	3,326	3,787	3,787
571010		MIS Systems Grp Alloc(ISIS)	1,897	414	828	828	753	753
591519		Other Insurance	258	-	-	-	281	281
		<b>OPERATING EXPENDITURES</b>	<b>214,517</b>	<b>64,797</b>	<b>187,630</b>	<b>184,262</b>	<b>183,951</b>	<b>183,951</b>
		<b>EXPENDITURES TOTAL</b>	<b>262,933</b>	<b>95,623</b>	<b>249,366</b>	<b>245,998</b>	<b>248,942</b>	<b>248,942</b>
		<b>REVENUES</b>	<b>168,323</b>	<b>150,393</b>	<b>245,998</b>	<b>245,998</b>	<b>248,942</b>	<b>248,942</b>
		<b>EXPENDITURES</b>	<b>262,933</b>	<b>95,623</b>	<b>249,366</b>	<b>245,998</b>	<b>248,942</b>	<b>248,942</b>
<b>TOTAL BUSINESS UNIT-11102 -Treatment Court</b>			<b>94,610</b>	<b>(54,770)</b>	<b>3,368</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>REVENUES</b>	<b>444,960</b>	<b>293,098</b>	<b>531,079</b>	<b>530,385</b>	<b>548,626</b>	<b>548,626</b>
		<b>EXPENDITURES</b>	<b>542,564</b>	<b>234,450</b>	<b>535,628</b>	<b>530,385</b>	<b>548,626</b>	<b>548,626</b>
<b>TOTAL Administration DEPARTMENT</b>			<b>97,604</b>	<b>(58,648)</b>	<b>4,549</b>	<b>-</b>	<b>-</b>	<b>-</b>